

# LONG BEACH ROWING ASSOCIATION

## MINUTES OF THE BOARD OF DIRECTORS

### January 4, 2012

Officers Attending: President, Jim Litzinger  
Vice President, John Nunn (Dir. So. CA Row. Fnd, Chairman of Board LBJC)  
Secretary, Mary Perrot

Directors Attending: Pat Hayes, John Van Blom, Kristina Duggan  
Directors/Officers Absent: Andrea Arriola, A.C. duPont, Dan McGill

Visitors/Members: Rob Edwards (CSULB men's coach), Ian Simpson (ERG coach)  
Filip Reinis (Secretary LBJC), Keith Johnson (President LBJC),  
David Kline, Earl Johnson, Katrin Gleie, Wendy Andersen,  
Cynthia Hayes, Vaughn Sherman

The meeting was called to order by the President at 7:38pm and minutes of the December meeting were approved.

### President's Report

- Jim Litzinger reported that between the CSULB Judicial Affairs Department, Brandin Grams and Matt ... all questions had been satisfactorily answered concerning the memorandum of understanding offered by CSULB delineating CSULB and LBJC using the Bay 3. The LBRA board will arbitrate any disputes between the parties involved in the MOU. [The memorandum of understanding and emails answering questions are appended in the permanent records.] Jim allowed the LBJC president, Keith Johnson, several minutes to ask any further questions of the CSULB representative and the LBRA board. Johnson stated that the LBJC board will vote on the matter at their meeting in two weeks.  
  
Jim Litzinger made a motion to accept CSULB Judicial Affairs Department's offered contract, with LBRA as arbitrators of disputes, including the clarifications on cabinets, disputes, permitted people & activities as given in e-mails to Jim from Brandin Grams and Matt Dalton. John Van Blom seconded the motion and the LBRA board approved the motion unanimously.
- Concerning the February 4<sup>th</sup> Beach Sprints, A.C. DuPont will be handling the sale of ergs. The club will be keeping eight new ergs, with sever new ergs for sale after the races. Old ergs will be sold for \$400. Volunteers are needed for setting up race machines in the weight room on Friday between 11am and 2pm. Kristina will send an email request for volunteers. Rob Edwards said that the college crews would help move weight equipment and will allow use of their bay as the warm up area.
- New sensors will be installed controlling the lighting in Bay 3. The work should be done by the end of this week.
- The LBRA president turned the floor over to David Kline to report on the the LBRA website redesign. David stated that the redesign committee recommended Brandin Grams' proposal be accepted with Ondine Design as a backup. Several board members asked Mr. Kline questions on Brandin's level of experience, availability for tech support,

timeframe for producing design choices, and on the mirror test site. David provided answers satisfactory to all board members on all accounts.

John Nunn made motion that LBRA accept Brandin Grams' offer to redesign the club's website, ***with stipulation that the board see some design choices by the 2012 February board meeting (amendment)***. Kristina Duggan 2nded original motion and Pat Hayes 2nded amended motion. The amended motion passed unanimously.

### **Treasurer's Report**

Andrea Arriola had emailed this month's financials to the board; a paper copy is appended in the permanent records.

**No Captain's report report this month, A.C. DuPont was absent.**

### **Membership Chair**

- Kristina Duggan stated that the updated LBRA member list for the club's USRowing membership will be done by end of week. Kristina has begun to use the Membership Ties software and backs up the membership data in at least two places before transferring the data to the club's desktop.
- Ian Simpson raised the issue of the availability of members' emergency medical data. Kristina agreed to search out members' current emergency medical/contact cards, place them in one box in the office and put roster with contact info on chained binder near log book. Jim Litzinger will obtain a realtor-type lock box for an office key with the combination to be given only to LBRA coaches.

### **Old Business**

Action items were not reviewed this month.

### **New Business**

- New LBRA member Wendy Anderson was on front page of Long Beach Press Telegram sports section this week, an excellent article.
- Ian Simpson related that Jill Ammirato had given the club a framed map of the 1932 Olympic venues.
- Jim Litzinger related that he Stanford lightweight women's crew is training at LBRA now, and will leave this Saturday. The Potomac B.C. scullers are coming to train at the end of January with six total doubles arriving. Undine, Pen AC, Vesper athletes will also be arriving. A former Harvard oarsman had also call Pat Hayes with interest in training at LBRA for the Olympic trials. A.C. said he is building sufficient racks to accommodate Potomac and the others rowers he currently knows are coming. All guest rowers must sign waivers, should talk to AC before they come to make sure there's enough room for their boats. Each person, group should have an orientation with AC, Jim or an LBRA coach (Ian). A.C. had told Emily Dreissiagker that she was to pay \$50/month until she hits the under23membership fee. The board agreed that any other guest rowers should do this unless they demonstrate their USRA membership or prove affiliation with another club. With respect to launches, the guest groups using the launches will pay \$25/day/launch and drivers need to have a launch driving/safety session with A.C. Pat Hayes requested that Ian send the board a list of elite athletes who will be arriving to train at LBRA.
- The LBJC president reminded all that February 18<sup>th</sup> and March 17<sup>th</sup> LBJC has the stadium reserved for regattas.

- Ian Simpson asked whether Scott Charette could use an LBRA launch this Saturday to film the ERG group; Jim Litzinger said yes.
- On the issue of LBJC erg slides in the weight room, John Van Blom asked Keith Johnson whether LBJC would let anyone else use their slides. Johnson, the LBJC president, said that, LBJC does not want to let everyone use them. Jim Litzinger told Johnson directly that if LBJC was not going to allow everyone use of their slides, they would have to be removed from the weight room.

The board agreed to purchase one pair of slides from Joan Van Blom and one new pair of slides from Concept 2.

The meeting was adjourned at 9:11pm.

Respectfully submitted,

Mary E. Perrot

LBRA Secretary

### Action Items

**Yellow highlight** = issue closed and will be removed in next minutes

	Date	Action	Actionee	Status	Due Date
53	6/2/10	Ask Joe Juge amount he feels he is owed. We will review the answer and include the result of our review in our accounts payable.	Jim Litzinger, Joe Juge	Open 12/11 Same. Club feels he's owed \$13,816.35 less costs for fixing windows and bathrooms.	7/7/10
56	6/2/10	9/8/10 Maintain list of things that needs to be done around the boathouse.	Jim Litzinger	Open. 12/11 1. Dan McGill will do engineering for wall extension. 2. Men's locker plumbing –Dan McGill will bring a new plumber.	11/3/10
59	7/7/10	Have new covers for boats fabricated. Covers are for boats when they are being trailered. 9/8/10 The covers heat shrinkable and are reusable.	John Nunn, A.C. duPont,	Open 12/11 Fabrication is in process, but Dan McGill will get a quote on purchasing covers.	9/1/10
62	8/4/10	Get quote for skylights.	Jim Litzinger	Open 12/11	9/1/10
63	9/8/10	Ask AC his ideas about how equipment in the storage yard is to be utilized.	Jim Litzinger/AC duPont	Open 12/11. AC working on slotting boats in bays & will work on cleaning out container near trailers.	12/1/10
79	5/4/11	No Trespassing signs	AC du Pont	13/11 In progress, per Jim.	6/1/11

	Date	Action	Actionee	Status	Due Date
83	7/6/11	Checklist for new members	Kristina Duggan & AC duPont	12/11 In progress. Create checklist for new members	8/11
85	7/6/11	Launch replacement research	John Nunn, John Van Blom, Dan McGill	12/11 See Captain's report.	9/11
86	7/6/11	Contractor billing	AC DuPont	12/11 Some contractor bills will come in near future.	9/11
87	8/2011	Office agreement	John Nunn, Jim Litzinger	12/11 See minutes (President's rept.)	9/11
89	9/19/11	Computer & software for club's business and membership	Kristina Duggan & Jim Litzinger	12/11 See minutes, Treasurer's report	10/11
91	9/19/11	Merchant Account for club	Jim Litzinger, Andrea Arriola	Open 12/11 See President's report	10/11
92	10/5/11	Set up monthly Sunday clinics	Jim Litzinger AC DuPont All board members	Open 12/11 no date set for any actions.	11/11
94	11/2/11	LBRA website revamp	Board, Dave Kline, Andrea Arriola, Katrin Gleie	1/12 Brandin Grams to work up designs for review by Feb meeting. Committee to oversee all work.	12/11
95	11/2/11	Communications to membership	Kristina Duggan	1/12 Ask for Beach Sprints volunteers	1/12
96	11/2/11	Erg slides	Keith Johnson, John Nunn, board	1/12 LBJC to remove erg slides from weight room. LBRA to purchase 1 set slides from Joan Van Blom, 1 set new from Concept 2	12/11
97	12/11	Erg cost calculation	A.C. duPont	1/12 recalculate all costs of ergs (maintenance, etc.)	
98	1/4/12	Guest athletes training at LBRA	Ian Simpson, A.C. DuPont, Andrea Arriola	1/12 Ian to give list of athletes to board. A.C. to certify launch drivers. Club to bill for launch use	2/12

